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Approved For Release 2002/01/29 : CIA-RDP79-00065A000100100032-4

Office Memorandum • UNITED STATES GOVERNMENT

TO : Comptroller

DATE: 6 July 1953

FROM : Chief, Fiscal Division

SUBJECT: Tardy Receipt Of Personnel Actions Effecting Reassignments
Between Overt and Covert Funds

1. The Payroll Branch is experiencing the necessity of either cancelling checks or making collections from some individuals in those instances where they are being reassigned between overt and covert fund payrolls. This is due to the tardy receipt of notifications to this Division of such reassignments. It is understood that the Finance Division is experiencing the same difficulty. These reassignments have created complications over a period of time and this problem has been informally brought to the attention of the Covert Personnel Office by this Division.

2. Under the new system recently inaugurated of processing an action covering the reassignment of an individual, this office receives no advance notice to alert it that such reassignment is being effected and many of those Standard Form 50's have been received approximately 4 weeks after the effective dates of the reassignments. During this delay, Time and Attendance Reports continue to flow to the Fiscal Division, the individuals are paid, and the cancellation of checks or collections become necessary. In some such instances of reassignments the Time and Attendance Reports which are required in the Fiscal Division are sent erroneously to the Finance Division and vice versa.

Preparation

3. It is realized that a tardy receipt of an action of the foregoing type could occur occasionally and justifiably, but it is desired to bring this matter to your attention as it is happening frequently and it would seem that the resulting situation is one that could be remedied and that time now expended in effecting collections, the cancellation of checks, or in clarifying the status of individuals could be avoided.

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JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 15 NO CHANGE
 IN CLASS 89 CLASS 89 DATE 6/12/79 BY 029725 TYPE DOC. 02
 NO. POS. 1 EXPIRATION DATE _____ ORG. CODE 38 ORG. CLASS C
 REV. CLASS C REV. CODE _____ AUTH. NR 79-3

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CENTRAL INTELLIGENCE AGENCY
 OFFICIAL ROUTING SLIP
CONFIDENTIAL

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| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

Remarks:

Fiscal Division

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TRANSMITTAL		IP
TO: [REDACTED]		13 July 53 (Date)
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BUI	ROOM NO.	
REMARKS:		
<p>It appears that this problem involves Social & Finance Div's. How about having [REDACTED] run it down and offer recommendations including if necessary, an appropriate memo to office of personnel.</p>		
FROM: [Signature]		
BUILDING	ROOM NO.	EXTENSION
CONFIDENTIAL		
FORM NO. 36-8 SEP 1946		

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12/23/53

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Here is the
news that Kathy
was following up
on...

I understand you
have written an
explanation to
Kathy re this
subject.

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